



DATE: February 1, 2011

Production Alert: Incomplete CFC Permit Applications

When an approved State permit is issued by the California Film Commission (CFC) it becomes a legal document. All required fields (designated in red on the online application) must be filled in accurately. The CFC can no longer issue permits that are missing required information.

Examples of incomplete/unacceptable applications include one or more of the following:

- On the Project tab, listing the project's title as *Working Title, To Be Determined – TBD – Unknown*.
- Listing the Producer's name as *TBD, N/A or Unknown*.
- The Producer's phone number is incomplete or is a non-working number like 555-555-5555. The location manager's phone number in the producer's phone number field is not acceptable. A specific mobile or office number where the Producer can be reached must be indicated on the application.

The CFC acknowledges that there are instances when all information is not available when the application is first submitted. However, it is incumbent on the applicant, whether an individual or permit service representing a company, to submit the necessary information prior to the issuance of the approved permit.

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The California Film Commission supports film, TV and commercial productions of all sizes and budgets, with a variety of services, including film and TV tax credits, our extensive digital location library, free on-line permitting, low cost use of state properties as shooting locations, and production assistance.